

PONDERA COUNTY
MONTANA LAND
INFORMATION GRANT
APPLICATION

STATE FISCAL YEAR 2019

APPLICATION FOR MLIA GRANT FUNDING

**SECTION 1 – APPLICANT, PARTNER, AND PROPOSAL
INFORMATION**

Primary Applicant Contact Information <i>(Please fill this section out in it entirety)</i>	
Name of Agency/Entity:	Pondera County
Department:	Clerk and Recorder
Division/Section:	
Street:	20 4 th Avenue Southwest
City:	Conrad
County:	Pondera
State:	Montana
Zip Code:	59425
<i>Project Manager Contact Information:</i>	
Name:	Kody Farkell
Title:	Clerk & Recorder
Email Address:	ponderaclerk@3rivers.net
Phone Number:	(406) 271-4000
Fax Number:	(406) 271-4070
<i>Secondary Contact Information:</i>	
Name:	Janice Hoppes
Title:	County Commissioner
Email Address	pococo@3rivers.net
Phone Number:	(406) 271-7984
MLIA Grant Funding Request & Match:	
Total Requested MLIA Funds:	\$13,000
Total Matched Funds:	\$2,000

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Proposal Information	
Date Submitted:	
Identified Grant Priority:	III. Improve Land Records
Annual or Multi-Year Proposal:	Annual Proposal
Proposal Prepared By:	Stahly Engineering & Associates in cooperation with Janice Hoppes and Kody Farkell, Pondera County
Short Title of Proposal:	Pondera County Electronic Plat Book
<p>Executive Summary (<i>required – 250 maximum word count</i>):</p> <p>Pondera County will utilize MLIA grant funds and County budgeted funds to develop a Record Document mapping and linking GIS that will assist the local government in improving land record accessibility and preservation. The County will develop an “electronic plat book” to link publically recorded land records such as deeds, plats, and certificates of survey (COS’s) to an on-line map. The map will provide digital representation of Public Land Survey System and Cadastral Parcels for the purpose of improving geographic searching of public records.</p> <p>Mirroring a successful project completed for Sanders County in which 4,000 COS’s and Subdivision Plats were linked to an online map using ESRI ArcGIS Online and associated API’s, this grant will allow for the system to be set up and current COS/Plat scans to be linked. The County will then maintain and update the map moving forward.</p>	
List All Past Awarded MLIA Grants:	
None	

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Funding Partners: <i>(required for each partner, copy box as needed)</i>	
Name of Contact:	N/A
Name of Agency:	
Street:	
City:	
County:	
State:	
Zip Code:	
Contact Email Address:	
Contact Phone Number:	

SECTION 2 – RELEVANCE

This proposed project will meet grant category priority III(a.) Improve Land Records with improvements to digital representation of Public Land Survey System (PLSS) for the purpose of improving accuracy of the MSDI Cadastral and Administrative Boundaries Themes.

Pondera County is planning inception of a GIS system to develop a sustainable, efficient method to collect, maintain, and preserve public land records through an on-line platform that will serve as the County's "Plat Book". This will enhance cadastral boundary information by providing data layers recognized by the MSDI Administrative Boundaries Theme.

To date, the County has not utilized a GIS system and is in need of software and hardware to do so. One in-office personal computer, an ArcGIS Online software license, and training will all be required to support the efforts to maintain this GIS. The Electronic Plat Book will be created by the County's consultant and the resulting data will be made available to the general public through ArcGIS online and a process controlled by the Pondera County Clerk and Recorder and approved by the Pondera County Commission.

Pondera County has been active in tracking the development of Sanders' County Land Record GIS and wishes to proceed with the same scope of project.

SECTION 3 – PUBLIC BENEFIT

An Electronic Plat Book is a means of preserving and making available public land record information for general public use. It will streamline and modernize the operations of the Clerk and Recorder's office by making data available off site where individuals can access it on their own. Parcel layers entered into the system will be compatible with (and possibly contribute to) the MSDI cadastral layer which will enhance the land information available to all agencies and jurisdictions. No cadastral or PLSS layers will be added to the GIS without prior State Library coordination and approval.

This type of access to public land record information will also provide an efficient means for various businesses such as title companies, real estate agencies, and developers to gain the information they need to provide economic development decisions for the communities in which they operate.

SECTION 4 – PROJECT MANAGEMENT AND ORGANIZATIONAL CAPABILITY

Project Manager:	Kody Farkell, Pondera County Clerk and Recorder
Key Personnel:	Clerk and Recorder Office Staff – Barbara Hoggan and Shaunna Graham
Subcontractors:	Stahly Engineering & Associates
Key Personnel:	Dan Stahly, Max Shchemelinin

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Kody Farkell, Pondera County Clerk and Recorder, will serve as the project manager. Kody is familiar with public land records the County would like to make a priority in making them more accessible to the public with this project. She also has knowledge of which County Land Records are important to digitally preserve.

Kody will be responsible for reporting progress and communicating with the State Library. She will ensure that prioritized records are uploaded onto the GIS as provided. The Consultant utilized for the project is the County's Planner and Examining Land Surveyor. Kody oversees the contract with the consultant and is responsible for managing assignments and reviewing deliverables, including oversight of the set up for the County's Electronic Plat Book.

Initial mapping setup and data linking will be performed by Stahly Engineering with training provided to Pondera County staff to be able to utilize, update, and maintain the system and instruct the general public on the application as needed. Consulting and training staff will include Dan Stahly and Max Shchemelinin. Dan and Max have developed and standardized an Electronic Plat Book for Sanders County and consulted Gallatin County GIS staff on a similar project. The book is created by linking scanned land information records (Plats, Easements, Deeds, etc.) to a Cadastral parcel or Public Land Survey System (PLSS) "polygon" shapefile. The County will manage the system as an ArcGIS Online web mapping application. For more information, please visit Sander's County web application here: <http://gis.seaeng.com:3345/webappbuilder/apps/4/>

Dan and Max have also assisted a number of other Montana communities, including Hardin, Lewistown, Manhattan, Belgrade, Three Forks, West Yellowstone, and Deer Lodge with data collection, LGIM database template building, GIS setup, and training. Collection included infrastructure position and initial database setup for streets, water, sewer and storm water (including as-built records for water valves, manholes, hydrants, pressure relieve valves, curb stops etc.). Positional data was collected using a combination of ArcGIS Online and survey-grade collectors and receivers. Survey grade positions were collected and mapped on critical infrastructure positions to assist in community planning, capital improvement, and preliminary design projects. *This proved to be the most cost-effective method in implementing positional information into local government information systems.*

Dan Stahly serves as the Examining Land Surveyor for Pondera County. In that position he is responsible for reviewing Certificates of Surveys and Subdivision Plats for conformance to Administrative Rules of Montana and mathematical closure of items related to area and distance measurements. As an extension of the Pondera County staff he will be primarily responsible for developing and maintaining the Electronic Plat Book. *Mathematically and positionally (latitude and longitude) correct cadastral parcel polygons will be uploaded to this GIS within 5 days of the record being filed or recorded.* Pondera County anticipates modifying local submittal requirements to accommodate this project, and has modified preliminary subdivision regulation updates accordingly.

SECTION 5 – SCOPE OF WORK

Goal: Utilize GIS to create and maintain and Electronic Plat Book.

Objective 1: Set up the Electronic Plat Book Base Map with existing COS & Plat scan links.

Task:

1. Base map created using existing parcel layers and data from the Montana State Library.
2. Archived record scans are linked to the base map.
3. New records linked to EPB and parcel layers are updated as they are filed.

These tasks are planned for completion by July 1, 2018.

Objective 2: Purchase personal computer (Courthouse “Vault” Clerk and Recorder computer) and ESRI Online storage for staff and public use. All procurement of equipment and software will comply with section 90-1-411 (1) of MCA.

Task:

1. Purchase one personal computer capable of efficiently running ArcGIS Online software for in-office staff and public use. ArcGIS Online Subscription (or approved equal) to be purchased and in place by July 31, 2018.

Objective 3: Train assigned County staff

Task:

1. Consultant will complete a day of training on basic functions of ArcGIS Online by July 31, 2018 and will provide support on an as-needed basis to County staff.
 - a. Consultant will prepare procedural directions for using the Clerk and Recorder GIS, both online and in permanent hard-copy instructions.

Project Schedule (Activity and Completion Date):

Collect Data and Set Up Electronic Plat Book July, 2018

Purchase hardware and software for office and field staff: July 31, 2018
(dependent on acquisition of MLIAC grant)

Train County staff:
(dependent on acquisition of all equipment and software)

July 31, 2018

SECTION 6 – BUDGET JUSTIFICATION AND BUDGET TABLE

Budget Narrative

Developing an Electronic Plat Book for Pondera County is expected to cost \$14,764. The County will be contributing \$2,000 in personnel costs and a portion of the cost of the consultant as in kind match funding. The County requests \$12,764 in MLIA funding for the remaining costs of equipment and consultant fee.

The long-term plan for maintaining the Electronic Plat Book will be borne by Pondera County. Consultant will continue to be available to provide training, support, and maintenance to the County on an as-needed.

1. Personnel

Pondera County staff will assist the consultant in gathering data (approximately 1,500 scans) for input into the system and will be responsible for learning how to use the Electronic Plat Book and advise other users on accessing the system.

Data gathering will be supervised by Kody Farkell and performed by other permanent County personnel. Town staff is expected to work 10 hours per week at an average rate of \$17.50 per hour for 9 weeks during the process to develop the Electronic Plat Book. No budget is included for Kody's supervisory tasks as this will be part of her regular duties as Clerk and Recorder.

A fringe benefit factor is added to the cost per hour in the estimated amount of 12%, which totals \$189 for all personnel.

Hours are not estimated at this time or as in-kind for this project for learning or advising the public on the system.

2. Equipment

Clerk and Records office PC, compatible with ArcGIS Online is expected to cost approximately \$3,000. ArcGIS Online is anticipated to be \$400 per year, for a total anticipated cost of \$3,400.

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3. Consultation

Consultant will create a base map using existing parcel layers and data from the Montana State Library. Consultant will link archived record scans to the base map and new records and parcel layers as they are updated and filed. Professional consultation is estimated at a total of \$9,600.

That total includes up to 20 hours in training with ArcGIS software as needed and with operation of the Electronic Plat Book at a contractual rate of \$80 per hour, with a travel budget set at \$800 which will include mileage, room and board, and per diem allowance during staff training.

The MLIA Grant Summary Budget Table is attached to this submittal.

STATEMENTS OF SUPPORT (IF APPLICABLE)

Pondera County does not anticipate any funding partners for this project.

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MLIA GRANT BUDGET SUMMARY TABLE

Category	MLIA Summary	Applicant Summary			Total:
	MLIA Share	Applicant Cash	Applicant In-kind	Applicant Subtotal	<i>MLIA Share, Applicant Subtotal, Partner Subtotal</i>
a. Personnel			1,575.00	1,575.00	
a. 1. Fringe Benefits			189.00	189.00	
b. Travel					
c. Equipment	3,400.00				
d. Supplies & Materials					
e. Contractual	9,364.00	236.00		236.00	
f. Other					
Total	12,764.00	236.00	1,764.00	2,000.00	14,764.00

SECTION 7 – RENEWABLE GRANT ACCOUNTABILITY

Pondera County has not received previous MLIA grants.

SECTION 8 – AUTHORIZING STATEMENT

Authorizing Statement

I hereby certify that I have read the application and the information and all statements in this application are true, complete and accurate to the best of my knowledge and that the project or activity complies with all applicable state, local and federal laws and regulations.

I further certify that this project will comply with applicable statutory and regulatory standards.

I further certify that I am (by my signature) authorized to enter into a binding agreement with the Montana State Library to obtain a grant if this application receives approval.

Kody L Farkell

Name (print or type)

Clerk + Recorder

Title (print or type)

Kody L Farkell

Signature and Title of Authorized Representative(s) of Public Entity Applicant

2-14-18

Date

SECTION 9 – CHECKLIST – SIGNATURES REQUIRED

Applicant's Project Manager, defined Section 1, must initial in ink or mark 'n/a' if a section is not applicable.

Initial or mark n/a	Completed Required Task
X	Proposal Prepared by an outside party – I have read this document in its entirety. (if applicable)
X	Section 1 – Applicant, Partner, and Proposal Information
X	Primary Applicant Information
X	Funding Partner (if applicable)
X	Proposal Information
X	List All Past Awarded MLIA Grants
X	Section 2 – Relevance (300 max word limit)
X	Section 3 – Public Benefit
X	Section 4 – Project Management
X	Section 5 – Scope of Work Narrative (4-page limit)
X	Section 6 – Budget Justification Narrative and Table (3-page limit)
X	Budget Justification Narrative
X	Complete Budget Table
X	Section 7 – Funding Partner Statements of Support (if applicable)
X	Section 8 – Renewable Grant Accountability Narrative (if applicable)
X	FY2018 Grantee Report (if applicable)
X	Past MLIA Grant Project Narrative (if applicable)
X	Section 9 – A Signed Authorizing Statement